

**ATTACHMENT E**  
**FY 2007 PRESIDENTIAL RANK AWARD PROGRAM INSTRUCTIONS**  
(Please Note OPM may change this guidance)

**NOTE:** Senior level (SL) and scientific and professional (ST) employees are eligible to be nominated for Presidential Rank Awards. Please note that criteria for these senior career employees differs from the SES and is provided below.

**I. Criteria for Review of Presidential Rank Award Nominations**

The Presidential Rank Awards were established to recognize a select group of career Senior Executives who have provided great service to the American people, and demonstrated exceptional performance over an extended period of time. These senior executives are outstanding leaders, who consistently demonstrate strength, integrity, industry, and a relentless commitment to public service. Through their personal conduct and their results-oriented leadership, they have earned and kept a high degree of public confidence and trust. They have demonstrated their success in balancing the needs and perspectives of customers, stakeholders, and employees with organizational results.

The law provides that the rank of Distinguished Executive is awarded for "sustained extraordinary accomplishment," and the rank of Meritorious Executive for "sustained accomplishment." Presidential Rank Awards are reserved for executives who have a record of achievement which is recognized throughout the agency and/or is acknowledged on a national or international level. In reaching the pinnacle of achievement, Presidential Rank Award winners will also have inspired their employees and earned the customer's respect.

The FY 1999 appropriations legislation, which the President signed on October 21, 1998 increased the amounts of SES Presidential Rank Awards by amending 5 U.S.C. 4507 (e). Therefore, awards will be a percentage of pay, instead of a fixed dollar amount. Distinguished executives receive a lump-sum payment of 35% of their pay, a gold pin, and a framed certificate signed by the President. Meritorious executives receive a lump-sum payment of 20% of their pay, a silver pin, and a framed certificate signed by the President.

The criteria upon which nominees will be evaluated must include, but need not be limited to, the following. ***For each criterion offered***, specific examples of the executive's career achievements must be cited.

**Leading Change:** Displayed the high level of creativity, initiative, flexibility and innovation to produce results that are important to the American people. (Show how the nominee displayed unusual vision in leading organizations or projects which thrived over time and are consistently recognized as extraordinary.

**Leading People:** Demonstrated unusual success in building and maintaining a workforce that is diverse, well-trained, highly motivated, and productive. (Show how the nominee leveraged the capacities of employees and other people to build a shared vision, align support for that vision, and motivated and encouraged people to work collaboratively to produce significant results.)

**Results Driven:** Has an exceptional record of achieving important program results. (Provide specific examples of how the nominee improved program operations, strengthened customer service, cut red tape, and/or produced other notable results.)

**Business Acumen:** Managed the program's human, financial, material, and information resources in a manner which instilled the utmost public trust and advanced the organization's mission. (Show how the nominee optimized use of financial resources through cost reductions or cost avoidance; applied merit principles to develop, select, and manage a productive and diverse workforce; and/or used information technology systems to make significant program improvements.)

**Building Coalitions/Communication:** Showed an unusual level of cooperative effort with others, including those in Federal agencies, other government jurisdictions, and the private and non-profit sectors. (Demonstrate how the nominee built productive stakeholder relationships that are characterized by mutual respect and contribute to program improvement and increased customer satisfaction.)

### **Senior Career Employee Nomination Criteria**

The law provides that the rank of Distinguished Senior Professional is awarded for "sustained extraordinary accomplishment," and the rank of Meritorious Senior Professional for "sustained accomplishment." Presidential Rank Awards are reserved for senior career employees who have a sustained record of professional, technical, and/or scientific achievement that is recognized throughout the agency and is acknowledged on a national or international level. In reaching the pinnacle of achievement, rank award recipients will also have inspired their colleagues and earned their stakeholders' respect. Assess your nominee's performance against each of the following four criteria:

**Leading Change:** Displayed the highest level of creativity, initiative, flexibility, and innovation to produce results that are important to the American people. (Show how the nominee displayed extraordinary leadership in advancing and influencing the field and agency programs with a quality of work that has consistently brought national or international recognition.)

**Leading People/Building Coalitions:** Demonstrated unusual success in leveraging the capabilities of colleagues to foster innovative thinking and in reconciling conflicting stakeholder interests. Showed an unusual level of cooperative effort with others, including those in Federal agencies, other government jurisdictions, academia, national or international organizations, and the private and non-profit sectors. (Demonstrate how the nominee took the initiative to reach out to stakeholders and involve them in activities that affect them and how the nominee used ingenuity to optimize effectiveness among colleagues and/or team members to achieve the end result.)

**Results Driven:** Has an exceptional record of achieving important results impacting the technical or scientific field, or a major program of the agency. (Provide specific examples of

how the nominee developed or advanced original scientific or technical contributions or scholarly research of major significance or relevance to the field. Results are substantially more than incremental improvements over current technology or thinking that have advanced or even revolutionized the scientific, technical, or professional field.)

**Stature in Professional Field:** Consistently recognized nationally or internationally as a leader or authority in the field or discipline. (Comparing the nominee with others in the field, describe the level and nature of influence the nominee has had on others in or beyond the field or discipline; instances where the nominee is regularly sought as an advisor and consultant on scientific, technical, or professional programs and problems of fundamental interest and extraordinary difficulty which extend well beyond own field or discipline; and specific major honors or awards received or publications of works that have had a major impact in the field or discipline.)

*The recipient of either a Distinguished or Meritorious rank award may not receive the same award during the next 4 fiscal years. A bonus recipient may not be nominated by the Department for, or receive, a Distinguished Rank Award in the same calendar year. A Meritorious recipient may receive a bonus if, combined, they do not exceed 35% of the individual's pay.* Multiple recommendations should be closely scrutinized and well documented. The Department requires nominees to have had outstanding ratings for the preceding three years.

## **II. Submission Requirements**

Nominations must be signed by the head of the Line/Corporate Services Office before submission to NOAA's Workforce Management Office. When more than one nomination for the same rank is submitted, you are **no longer required to list them in priority order**.

Each nomination must contain the following original documentation (plus 10 copies), arranged in the order listed below:

1. Completed copy of SES or ST/SL nomination form for each nomination. **When completing the form make sure it remains all on one page.** Where additional space/information is needed, provide it on a separate sheet of paper. In addition to the original and 10 copies, please provide the award form electronically.
2. A **brief paragraph** (on a separate page) summarizing in approximately 150 words the major accomplishments which are cited in the three page nomination justification statement. **The summary heading should indicate the individual's name, specific title, NOAA and Department of Commerce.** In addition to the original and 10 copies, please provide the 150 word summary electronically.
3. No longer than a **three (3) page** nomination justification statement. Be sure the justification specifically addresses how the nominee meets each of the selection

criteria. The summary heading should indicate the individual's name, specific title, NOAA and Department of Commerce. Spell out all acronyms and abbreviations. **DO NOT STAPLE OR PAPER CLIP THE ORIGINAL.** In addition to the original and 10 copies, please provide the justification statement electronically.

4. A summary data sheet signed by the Line/Corporate Services Office Director listing rank nominees in alpha order, showing name, previous years' performance ratings, salary, years of service with Department and previous recognition. (**See Table 1**)
5. The project code number to be used for payment of the award.
6. Work phone and fax number for each nominee.

If you have questions concerning the Presidential Rank Awards Program or the nomination procedures, please call Claudia McMahon 301-713-0603.

**TABLE 1:**

Line Office/Staff Office (Name) Distinguished (or Meritorious) Presidential Rank Award Nominees					
<b>Name, Appropriations Code, Work Phone and Fax Numbers</b>	<b>Salary</b>	<b>Current Rating 2005</b>	<b>Previous Performance Ratings 02/03/04</b>	<b>Years of Service with the Department</b>	<b>Previous Recognitions</b>
Evans, Sheila WXY000/ 9ZQL16VC Phone #: 301/713-0000 Fax #: 301/713-0001	\$131,342	O	O O O	22	01: Pay Adj -> ES-5 02: 6% Bonus 03: 8% Bonus 04: 10% Bonus
Robinson, James ABC000/ 8ZYX32MP Phone #: 301/713-0002 Fax #: 301/713-0003	\$130,110	O	O O O	20	01: Gold Metal 02: 7% Bonus 03: 6% Bonus 04: Pay Adj -> ES-4

Name of Line or Corporate Services Office

\_\_\_\_\_  
Name/Title/Signature

\_\_\_\_\_  
Date

***When an executive received an SES bonus in the past, give the year and percent as illustrated above. DO NOT GIVE THE DOLLAR AMOUNT.***